

PETERS TOWNSHIP SOCCER ASSOCIATION OPERATING PROCEDURES



Fall 2007

Operating Procedures 1 - 20 (except OP7) were approved February 2, 2004

Operating Procedure 7 amended November 27, 2004

Operating Procedures 21-23 were approved September 11, 2006

Operating Procedure 21 amended February 5, 2007

Operating Procedure 14 amended May 21, 2007

OPERATING PROCEDURE APPLICABILITY

The PTSA operating procedures are a set of rules and procedures that govern the detailed operations and conduct of the PTSA. The operating procedures apply to all Board members, players, coaches and parents participating in PTSA programs. These operating procedures may be amended, modified or changed in accordance with the PTSA Bylaws.

OPERATING PROCEDURES

OP1. Foul Weather Procedures:

- a. The Director of Fields has the authority to postpone or cancel any games due to inclement weather. The decision will be based on a visual inspection of all fields. Coaches must rely on the PTSA Hotline for field conditions and closure information. The Hotline phone number is established by the Director of Fields. Coaches may obtain the Hotline phone number from their Age Group Commissioner. Coaches are not to give the hotline number to players or parents to avoid overloading the Hotline during potential field closures. Players or parents are to call the coaches with questions regarding field closure.
- b. Teams must report at least 15 minutes early to their designated field, and be ready to play unless otherwise notified by their coach,
- c. Once at the field, the game can be called off for safety concerns (e.g., lightning, unsafe field conditions, etc.) by either coach or the referee at any time. Coaches and referees are strongly encouraged to confer with each other prior to calling off the game. The Referee Coordinator, Age-Group Commissioner and PTSA Fields Coordinator must be notified immediately of the decision by the home team coach,
- d. If a game is suspended because of inclement weather before the second half has begun, that entire game shall be replayed. If the game is suspended after the second half has started, the score will stand and that game shall be considered complete. All make-up games must be arranged through the Fields Coordinator, Referee Coordinator and the Age-Group Commissioner. (See OP8.)

OP2. Procedure For Post-Season And Pre-Season In-House Tournaments

Post-season and Pre-season PTSA In-House tournaments are at the discretion of, and will be arranged and conducted by the individual Age-Group Commissioner(s). These tournaments may precede or extend the regular eight week season by one week without PTSA Board approval. These tournaments may also take the place of the first or last weekend's games.

OP3. In-House Team Travel Procedure

All requests to take a PTSA In-House team out of the Township to play in a tournament must be made in writing and sent to the PTSA Vice President or President for approval.

OP4. Procedure For Requesting To Play Out Of Age Bracket

It is recognized that age divisions are necessary for youth soccer registration. Age bracketing

ensures that youth players are grouped based on their physical, emotional, and social development and allows each player the opportunity to play soccer in a safe and optimal environment as much as practical at the recreational level.

The PTSA establishes age brackets consistent with those recommended by the national and local soccer governing bodies, identified in Article II, as much as practical. Though in most instances these age brackets are appropriate for safe and recreational levels of play, the PTSA recognizes that exceptions to age brackets would advance these objectives. However, the PTSA has determined that limits are still desirable given the broad age brackets currently in place and the In-House league being one that is not ability based. Consequently, for a player to be approved for:

- a. A higher age bracket (e.g. U8 player requesting approval for play in U10 bracket), each of the following criteria must be met:
 1. The request for exemption must be initiated in writing by a player's parent(s) or guardian and must be supported by (a) a physician's letter regarding physical and emotional fitness, or (b) a waiver of liability signed by the player's parent(s) or guardian.
 2. The player must be participating on an in-house team.
 3. The player must not be more than three (3) months younger than the youngest eligible age for the desired higher bracket.

- b. A lower age bracket (e.g. U8 player requesting approval for play in Grasshopper bracket), each of the following criteria must be met:
 1. The request for exemption must be initiated in writing by a player's parent(s) or guardian and must be supported by a physician's letter (a) regarding physical and emotional appropriateness, and (b) that acknowledges the age bracket.
 2. The player must be participating on an in-house team.
 3. The player must not be more than six (6) months older than the oldest eligible age for the desired higher bracket.

It is also the policy of the PTSA that no team have more than two players on their roster who have received their eligibility under this age bracket exemption policy, except as allowed by OP15.

The PTSA reserves the right to investigate age exemption placements and to revoke any age exemption in cases when this policy has been violated, including, but not limited to, situations such as:

- Incomplete exemption request documentation or forged signatures on documentation
- Use of the exemption to gain an unfair advantage over opponents in matches
- Use of the exemption to gain an unfair advantage over other candidates for future travel league tryouts

OP5. Procedure For Recruiting Travel Team Players

If, during the course of the season, a PTSA travel team needs to recruit a player(s) from the In-House division, the following procedure and protocol shall be used:

- The Travel Team Coach that needs a player(s) must first contact the Association Travel Team Commissioner and explain his or her requirement(s).
- The Travel Team Commissioner will determine if there is any player(s) available from the travel try-out “pool” of children that didn’t make a travel team.
- The Travel Team Commissioner will notify the Travel Team Coach of his or her findings and jointly decide which player(s) should be contacted, and in what order.
- Before any in-house players are contacted the Travel Team Commissioner will discuss the situation with the appropriate Age Group Commissioner. The Age Group Commissioner will in turn notify the affected In-House Coach.
- No child should be contacted until the preceding requirements have been met.** The selected in-house player must agree to play the remaining season’s in-house games. If he or she is unwilling to make that commitment, then the next player from the “pool” should be contacted.
- All decisions regarding the above rules will be made by a committee consisting of the Travel Team Commissioner, the Travel Team Coach, the In-House Coach and the Age Group Commissioner.

OP6. Weekend Field Scheduling Procedure

Under normal playing and scheduling conditions, In-House games are played on Saturdays and travel games are played on Sundays. Accordingly:

- The Grasshopper Commissioner shall schedule games and/or soccer activities during the weekend on the fields designated by the Director of Fields for that age group.
- The U-8 Boys and Girls Commissioners shall jointly schedule games and/or soccer activities during the weekend on the fields designated by the Director of Fields for that age group.
- The U-10 In-House Boys and Girls Commissioners shall jointly schedule games and/or soccer activities on Saturday on the fields designated by the Director of Fields for that age group. If it is necessary to play normally scheduled games on Sunday, then the U-10 In-House Boys and Girls Commissioners and the Travel Commissioner shall jointly schedule games and/or soccer activities on Sunday on the fields designated by the Director of Fields for that age group. In-House games take precedent on Saturdays and Travel games take precedent on Sundays.

- d. The U-12/15 In-House Boys and Girls Commissioners shall jointly schedule games and/or soccer activities on Saturday on the fields designated by the Director of Fields for that age group. If it is necessary to play normally scheduled games on Sunday, then the U-12/15 In-House Boys and Girls Commissioners and the Travel Commissioner shall jointly schedule games and/or soccer activities on Sunday on the fields designated by the Director of Fields for that age group. In-House games take precedent on Saturdays and Travel games take precedent on Sundays.
- e. The Travel Team Commissioner shall schedule games and/or soccer activities on Sunday on the fields designated by the Director of Fields for that age group subject to c and d above.

OP7. Philosophy and Goals for Youth Sports Programs

All youth sports programs under the auspices of the Peters Township Park and Recreation Department have been directed to adopt this statement of goals and philosophy. The Peters Township Park and Recreation Board of Directors feels strongly that the purpose of its **recreational** sports programs is to encourage and develop in children a love for sports in a safe and positive environment, while teaching skill development, teamwork, and sportsmanship. The PTSA concurs.

The **3** major goals of **recreational** youth sports programs are:

1. To address the physical, social and emotional developmental needs of children.
2. To encourage participation in sports as a means to developing a healthy lifestyle, learning sportsmanship and having fun.
3. To learn and master the fundamentals of the game. Learning and participation are to be emphasized over winning.

In order to achieve these goals, all **recreational** sports programs will:

1. Encourage equal playing time for all players.
2. Encourage coaches to teach players multiple positions and to give players the opportunity to try different positions within the game format when feasible.
3. Teach positive coaching techniques to coaches. Negative criticism is inappropriate for young children. Positive coaching builds self-esteem and team spirit.
4. Forbid stacking of teams. Competition must be fair so that everyone can experience the learning that comes from winning and losing.
5. Insist that all coaches, parents and players model good behavior at all times demonstrating their adherence to the following "Sportsmanship Code of Conduct".

Sportsmanship Code of Conduct

- I will abide by the rules of the game.
- I will offer encouragement not criticism to players and coaches.
- I will accept judgment of game officials.
- I will show respect for the effort of both teams.
- I will accept winning without gloating and losing without complaining.
- I will respect everyone's right to play.
- I will acknowledge that all members of the team, parents, coaches and players, share equally in the responsibility to promote good sportsmanship.

Participation in a youth sports program is a privilege, not a right. Therefore, failure to adhere to these principles may result in disciplinary action. Such action may include, but is not limited to, a player's suspension from a game, a parent's expulsion a sports facility, and a coach's dismissal a program. Problems that result from failure to adhere to the above guidelines must be addressed directly to the appropriate sports association and be handled within the guidelines of its grievance procedure. The inability of the association to appropriately address the problem may necessitate the involvement of the Park and Recreation Department and Board.

Codes of Conduct

The PTSA requires parents to sign a parent code of conduct and coaches to sign a coaches' code of conduct. Both the PTSA and Peters Township Department of Parks and Recreation have copies of the documents. If the code of conduct is broken by a parent or coach, the PTSA must notify the Township. Disciplinary action will be taken jointly by the PTSA and Township.

Family Code Of Conduct

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Conduct:

I (and my guests) will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.

I will place the emotional and physical well being of my child ahead of my personal desire to win.

I will insist that my child play in a safe and healthy environment.

I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Conduct.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use all youth sports events.

I (and my guests) will remember that the game is for youth - not adults.

I will do my very best to make youth sports fun for my child.

I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.

I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.

I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the field, and will take time to speak with coaches at an agreed upon time and place.

I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, learning the rules of the sport, assisting with coaching, or providing transportation.

I will inform family and friends who attend Peters Township youth sporting events to abide by the above same rules.

By signing this document I also agree that if family or my guest(s) and or I fail to abide by the aforementioned rules and guidelines, I/We will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, head of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Parental season suspension
- Parental lifetime suspension
- Suspension of Participant

The severity of the incident will dictate the disciplinary action.

Coach's Code Of Conduct

I will place the emotional and physical well being of my players ahead of a personal desire to win.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my players.

I will promise to review and practice basic first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.
I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

I will use those coaching techniques appropriate for all of the skills that I teach.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

By signing this document you also agree that if you fail to abide by the aforementioned rules and guidelines, the coach will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by head of league organization
- Written warning
- Game suspension with written documentation of incident kept on file by organizations involved
- Season suspension
- Lifetime suspension

1. The severity of the incident will dictate the disciplinary action.

OP8. Weekday Field Scheduling Procedure

Under normal conditions, practices are scheduled Monday through Friday on fields designated by the Director of Fields. The Grasshopper Commissioner shall schedule all practices on the fields designated for grasshoppers. The Fields Coordinator shall schedule all other practices. In the event of rained-out and/or cancelled games, the games can be rescheduled during the weekday with the permission of the Fields Coordinator and the affected Age Group Commissioners. Rescheduling of games shall take priority over practices; however, displaced practices of teams (not involved in the rescheduled game) should be rescheduled if practical. It is acknowledged that during periods (e.g., Spring playing session) of prolonged severe weather, this may not be possible. It is the responsibility of the Age Group Commissioners to determine the extent rained-out and/or cancelled games are rescheduled during normal practice times. The Age Group Commissioners are strongly advised to consult with his/her coaches when making these determinations. The President shall settle any disputes between Age Group Commissioners and the Fields Coordinator unless directed otherwise by the PTSA Board.

Rained-out and/or cancelled games shall be rescheduled according to the following:

- The coaches of the affected teams shall inform the Age Group Commissioner they wish to reschedule the game. Alternately, the Age Group Commissioner may decide that the game should be rescheduled.

- If the game cannot be rescheduled on a weekend, the Age Group Commissioner should request a time slot from the Fields Coordinator in which to reschedule the game. The Age Group Commissioner should recommend a time slot in which one of the affected teams normally practices.
- The Fields Coordinator will determine the time slot(s) for the rescheduled game and the displaced team practices. The Field Coordinator should ensure it is practical for the displaced teams to practice at the rescheduled times. If another age group is affected, the Age Group Commissioner shall be informed.
- The Age Group Commissioner shall request the Referee Coordinator to provide referees for the rescheduled game.

OP9. Posting Information on the PTSA Web Site(s)

Information shall be posted on the PTSA web site(s) by the Director of Information in accordance with the approved Bylaws and this operating procedure. However, it may not be practical to post all information appropriate for posting because of web site storage space limits and the time and effort to post and maintain the information. Information that is deemed appropriate includes, but is not limited to the following:

- List of Board of Directors with Contact Information
- Bylaws, Operating Procedures and Playing Rules
- Important Soccer Related Messages, Dates and Events
- Game and Practice Schedules
- Directions to Fields
- Coaching Manuals and Information
- Links to Other Soccer Organizations and Clubs
- Electronic and/or Downloadable PTSA Forms
- PTSA Team Pictures

OP10. Additional Details of the Registrar's Duties

The registrar keeps track of all individuals associated with the club. Included are players, coaches, board members, and newsletter recipients. Depending on the class of person various data are recorded. In general only contact information, mailing address and telephone number, is required.

Each year players are required to register with the club. For players the minimum information is what is required to roster with PA West, i.e. name, date of birth, mailing address, telephone number, and the age group. For travel players PA West also requires sex and identification number. The identification number is the last six digits of the social security number of the player. If the last six digits of the social security number cannot be obtained a six digit number is generated that is unique within the club. The club collects this information for all players except the identification number that is only obtained for travel players. Beyond the PA West requirements the club collects the following: names of parents or guardians, email address, date of registration, payment information, the name of the coach from the preceding year, and comments.

Information is presented to PA West in the form of rosters. One roster is generated for each travel team and for each in-house age group division. The travel roster consists of a header and two detail sections for coaches and players. The header contains team information including the club name, the team name, the color of jerseys, shorts, and socks, the season year e.g. 2001/02, the PA West state code (11), the south district code (4), the travel league code (T), the Peters Township Soccer Association club code (043), the division (I-IV, A-C), and the age group (10-16, 19).

The detail section for the coaches lists the following information for each coach: last name, first name, middle initial, mailing address, capacity (manager, coach, assistant coach), coaching license (if any), identification number as described above, and telephone number. At least one coach must be rostered. There is no maximum (but only three coaches may participate in a given match).

The detail section for players lists the same information as that for coaches except in lieu of capacity and license is sex and date of birth. The players are numbered and ordered alphabetically by name. At least seven, and as many as twenty-three players, may be rostered. (A maximum of eighteen players may participate in a given match.)

An in-house roster consists of a header and a single detail section. As with the travel roster the header identifies the club, the season, the age group, the state code, the district code, the in-house league code (I), and the club code. The detail section lists the last name, the first name, the mailing address, the date of birth, and the telephone number of each player in the age group. The list is numbered and ordered by name.

OP11. Production and Distribution of the Newsletter

The newsletter has traditionally been the main communication tool of the PTSA. It is intended to be issued three (3) times during the fiscal year (e.g., Fall, Winter and Spring issues). As a minimum, it shall be issued twice during the fiscal year, once during the Fall session and once during or just prior to the Spring session. The Fall issue shall contain a current list of Board Members, including information for contacting Board Members, and a listing of near term, important dates and events (e.g., coaches and referee meetings, coaches, referee and player clinics, dates for team photographs, etc.). The Corresponding Secretary can be requested to include other information in the newsletter. If the Corresponding Secretary deems the information appropriate, he/she should include the information in the newsletter. The Corresponding Secretary can choose not to post the information if he/she deems it inappropriate. The President shall approve the newsletter prior to issue. The Corresponding Secretary shall include any information as directed by the President. If necessary, any excluded information can be brought before the PTSA for a final determination by a majority vote. If approved and practical, the information will be included in the current newsletter, else it will be included in the next newsletter.

OP12. Additional Duties of the Recording Secretary

The Recording Secretary is responsible to pick up mail at the PTSA Post Office Box and distribute it to the addressees. As a minimum, the Recording Secretary shall pick up mail once a month. The Recording Secretary and the President shall maintain a key to the PTSA Post Office Box.

The Recording Secretary is responsible for arranging for a professional photographer to take pictures of all PTSA teams. At the Recording Secretary's request, the President may delegate this responsibility to another Board Member (e.g., a Director-at-Large). The Recording Secretary shall choose the photographer based on value, convenience and past satisfactory performance unless directed otherwise by the PTSA Board. The Recording Secretary shall reserve a location in the community convenient for the teams (e.g., a shelter or pavilion at Peterswood Park) during a weekend of the Fall session. The Recording Secretary shall schedule the teams and notify the Age Group Commissioners as soon as practical of the schedule. The Age Group Commissioners are responsible for notifying the individual team coaches. The Recording Secretary shall accommodate conflicts as much as practical and have a planned rain-out/make-up date. The Recording Secretary shall make plans for the distribution of the finished pictures. This can include a direct mailing to the players and/or coaches or Age Group Commissioners or any combination thereof that is practical.

The Recording Secretary is responsible for arranging the annual PTSA picnic at the end of the spring playing session. At the Recording Secretary's request, the President may delegate this responsibility to another Board Member (e.g., a Director-at-Large). The Recording Secretary is responsible for reserving a convenient location in the community for the picnic. Traditionally the picnic is held at Shelter #1 of Peterswood Park. Usually this shelter needs to be scheduled approximately six (6) months in advance to ensure its availability. The Recording Secretary is responsible for the procurement of food and other necessities, arranging for volunteer cooks and clean-up help and coordinating with the Age Group Commissioners for covered dishes to be brought by the parents of players.

OP13. Additional Duties of the Director of Equipment

The Director of Equipment is responsible for the procurement, assembling and dispensing of soccer equipment bags and balls to all PTSA coaches. The Director of Equipment shall retrieve the equipment bags for replenishment of supplies at the end of the Spring session. The Director of Equipment may allow a returning coach to keep the equipment bag between the Spring and Fall playing sessions. The Director of Equipment is responsible for the procurement and maintenance of soccer goals and nets. The Director of Equipment shall keep reasonable records to keep track of equipment bags, balls and goals and nets. The Director of Equipment is responsible for the procurement of trophies awarded to in-house teams. These include participation awards for Grasshoppers and U-8's at the annual Spring picnic and champion and /or finalist trophies for U-10, U-12 and U-15 session winners and/or finalists. The Director of Equipment may be directed by the PTSA Board to procure trophies for travel teams that won their division during a playing session and were not given an award by PA West.

OP14. Training Activities and Other Duties of the Director of Training and the Director of Camps

The most important duty of the Director of Camps is to ensure that at least one, weeklong Summer soccer camp is scheduled for the PTSA players within Peters Township. The Director of Camps shall ensure that at least one summer camp addresses the needs of younger players (e.g., U-6 through U-10). The Director of Camps shall choose the camp providers based on

value, convenience and past satisfactory performance unless directed otherwise by the PTSA Board.

The Director of Training shall schedule at least one PA West coach's clinic for the PTSA coaches within Peters Township. The coaches should be eligible for a license following successful completion of the clinic. The Director of Training shall encourage PTSA coaches to attend more coaching clinics and obtain higher licenses. For clinics deemed appropriate by the Director of Training, coaches shall be reimbursed for the cost of the clinic, upon successful completion of the clinic or license, up to the cost of a PA West 'D' License.

Within the constraints of the approved training budget, each PTSA team is eligible to have at least one team clinic during the playing season (e.g., Fall through Spring). This clinic is equivalent to one practice conducted by a soccer professional of the coach's choice. The coach shall obtain the approval of the Director of Training before finalizing the clinic. If requested, the Director of Training shall assist the coach obtaining the services of a soccer professional.

OP15. In-House Team Draft Procedure

It is the intent of the PTSA to form in-house leagues with equal teams as much as practical. To that end, Age Group Commissioners shall conduct blind drafts of rated (and unrated when necessary) players to determine the team rosters. Following the draft the Age Group Commissioners may assign new players and/or form new teams to ensure a practical and fair league. The blind draft shall be conducted according to the following:

- The Age Group Commissioner, after receiving registration cards from the Registrar, shall determine the number of teams and assure as much as practical that all players are rated. The Age Group Commissioner will then appoint a single head coach for each team. A single head coach is intended to prevent parents from joining together as joint head and/or assistant coaches for the purpose of forming a superior team. The head coach will select his/her assistant following completion of the blind draft. Exceptions to the 'single head coach rule' are discussed below.
- The Age Group Commissioner will then separate out any and all coach's son(s) or daughter(s), and place them with their respective parent's team. With the agreement of the Age Group Commissioner and at least 2/3 of the coaches, 'Special Need' players will be placed with a team that addresses his/her 'special need'.
- Following the assignment of sons, daughters and 'special need' players, the Age Group Commissioner will divide the remaining players, according to age and ability, into groups of decreasing ability (e.g.,: A, B, C, D, unrated, etc.). The players within these groups will then be randomly and blindly assigned to the individual teams. The exact mechanics of this process shall be determined by the Age Group Commissioner with the approval of at least 2/3 of the coaches. The selection process shall account for the playing ability of the preassigned sons, daughters and 'special need' players. With the unanimous consent of the coaches, the Age Group Commissioner may determine the rosters of the equal teams to the best of his/her ability.

- Following the draft the coaches will then list all of their team members, including phone numbers and if possible an email address, in alphabetical order and give that copy to the Age Group Commissioner. Following the draft the coaches will also submit a completed Volunteer Disclosure Form to the Age Group Commissioner. Failure to submit the form is reason for a coach to be removed from his/her duties. The Age Group Commissioner will keep these records on file for the full fiscal year.
- The Age Group Commissioner shall ensure the following actions and requests are only allowed with the consent of at least 2/3 of the coaches:
 - a. A coach declining to accept a drafted player,
 - b. Trades made by coaches during or after the draft,
 - c. Parents request for a specific coach,
 - d. Parents request for their child to play with a friend,
 - e. Parents request for their child to be traded,
 - f. The placement of two or more age bracket exempted children on one team when other teams do not have an age bracket exempted child.

OP16. In-House Coach Selection Procedure

The Age Group Commissioner will select coaches considering the following criteria:

- a. Number of years that the individual has coached PTSA teams,
- b. Level of coaching licenses held, and the number of clinics and seminars attended,
- c. Their personal knowledge of the prospective coach's overall ability.

OP17. Player Ratings

Other than grasshoppers, age group commissioners shall obtain ratings for all the players in their age bracket, as much as practical. The age group commissioners may adjust these ratings if they feel the rating does not reflect the player's ability to their age bracket. The age group commissioners should consult with the coach or person who provided the rating prior to changing the rating. When required, players shall be rated according to the following criteria:

- a. An 'A' player is a superior player who can and will compete with any player in the league, most of the time, both offensively and defensively. An 'A' player will dominate play occasionally on either offense or defense. Generally, 10-20 % of the players in the league are 'A' players.
- b. A 'B' player is a very capable player who can and will compete with any player in the league, at least 50 % of the time, either offensively or defensively. A 'B' player will be dominated by an 'A' player only occasionally. Generally, 20-30 % of the players in the league are 'B' players.
- c. A 'C' player is a capable player who can and will compete with most players in the league, at least 50 % of the time, either offensively or defensively. A 'C' player will be dominated by an 'A' player most of the time, but only occasionally by a 'B' player. Generally, 20-30 % of the players in the league are 'C' players.

- d. A 'D' player has trouble competing with 'A' and 'B' players in the league, but can and will compete with 'C' players at least 50 % of the time, either offensively or defensively. Generally, 10-20 % of the players in the league are 'D' players.
- e. Some children will have extreme difficulty competing under almost all circumstances for a variety of reasons. These children will be identified as 'Special Need' players.
- f. New players who have not previously competed in the PTSA will be rated NR (no rating).

OP18. Travel Team Formation

Travel teams shall be formed and players selected for the teams according to the following:

- a. Players shall be notified of the time, date and location of the traveling team tryouts by the Travel Team Commissioners, Age Group Commissioners, immediate coaches, newsletter, web site or any combination thereof. Notification shall be posted at least 3 weeks prior to the tryouts. In case of a rainout, notification shall be posted as soon as practical.
- b. Tryouts are to be held in early May of the preceding year for the next year's teams. Boys and Girls tryouts for a single age group shall be held on the same night, for five consecutive nights for the five age groups. Goalie tryouts shall be held on the following Monday. In case of a rainout, the Travel Team Commissioners shall reschedule tryouts to the next most practical date and time.
- c. The format for the tryouts shall be determined by the Travel Team Commissioner. The format shall be the same for all age groups. Regardless of the format, the tryout shall include a reasonable game scrimmage situation. The use of short-side games is considered a reasonable game scrimmage situation. If there are significant changes in the format from the previous year, the Travel Team Commissioner shall inform the PTSA Board. At the request of the President, the format shall be approved by the PTSA Board. The tryouts will be evaluated by the Travel Team Commissioner, the outside evaluators and the Boys or Girls travel team coaches for that age group. The Travel Team Commissioner may enlist additional help to conduct drills. The Travel Team Commissioner shall ensure, as much as practical, that parents are not involved in the evaluation of their sons or daughters.
- d. Following the tryouts, the PTSA Board shall approve the number of travel teams and the travel team coaches in accordance with Articles X and XI, respectively. The Travel Team Commissioner shall select the players to the travel teams according to the following:
 - 1. The top 1/3 players, as determined by the independent evaluators, shall be selected.
 - 2. The next 1/3 players, as determined by the independent evaluators, shall also be selected unless the next year's coach makes a written request not to select the player and this request is approved by the Travel Team Commissioner and President. All written requests shall be audited per Article X. In addition, the

number and reasons for the request shall be made known to the Board by the Travel Team Commissioner or the President.

3. The final 1/3 of the travel team shall be selected based on the evaluations and input from coaches in the age group knowledgeable of the ability of the players remaining to be selected. The Travel Team Commissioner shall keep a record of the coaches consulted and make them available when audited per Article X. Any dispute between the Travel Team Commissioner and next year's coach over the selection of the final 1/3 shall be settled by the President.
- e. Once Division I and A teams are selected, the Travel Team Commissioner shall use the same process to finalize the Division II, III and A, B teams. When a dual age bracket is involved, the Travel Team Commissioner shall determine the split between the two age brackets.
- f. Once the teams are finalized, all players who participated in the tryouts will receive written notification of team selections. The written notification shall be sent no later than the first week in July. This date is intended to be after the PA West Open Tournament.
- g. Vacancies on travel teams shall be filled in accordance with OP5.

OP19. Practices

Other than the grasshoppers, it is the intent of the PTSA to provide two practices per week during the playing sessions for each team, both in-house and travel teams. Field availability and inclement weather may prevent meeting this objective. Practice times are scheduled by the Director of Fields in accordance with OP8. Coaches shall not deviate from their assigned practice time/place without the approval of the Director of Fields. Coaches may reduce the number of practices per week, if attendance prevents a meaningful practice or if it is in the best interest of the team. In order to improve practices, coaches may combine practices or invite other players to participate in their practices. Coaches are encouraged to scrimmage with other teams practicing at the same time/place if the teams can have a competitive scrimmage. At their discretion, coaches may invite guest players to their practices, provided it does not reduce the value of the practice for existing players.

OP20. Special Travel Team Tryouts

As directed by Article X, the Travel Team Commissioner may hold a special tryout with the approval of the President if requested by the travel team coach. The reasons for the special tryout may include, but are not limited to, a new resident unaware or unable to attend the tryout, injury and/or unexpected travel plans that prevented the player from participating in the tryout. Vacation or missing the tryout when the tryout was held during the traditional date (see OP.18) at one of the typical PTSA fields is not considered a legitimate reason for a special tryout. The Travel Team Commissioner and coach may prescreen players prior to deciding to hold a special tryout. In addition to the above, the following requirements apply:

- a. The Travel Team Commissioner shall establish the date, time and place for the special tryout. The Travel Team Commissioner and the travel team coach shall agree on the players to be invited to and the minimum number of new players that will be selected from the special tryout. As a result of the special tryout, the Travel Team Commissioner and the travel team coach can agree to add more players to the team. If practical, two weeks notice should be given to the invited players. The notification shall include the minimum number of new positions available.
- b. The players on the affected travel team shall participate in the special tryout so that the prospective player(s) are judged against players with the appropriate skill. No existing players shall be cut as a result of the special tryout.
- c. The special tryout shall include an independent evaluator(s) similar to normal tryouts (see OP.18). The parents of the prospective player(s) shall pay the fee of the independent evaluator(s).
- d. The independent evaluator(s) and the travel team commissioner shall determine which prospective player(s) will be added to the team. If there is disagreement between the independent evaluator(s) and the Travel Team Commissioner, the travel team coach will be consulted to resolve the disagreement

OP21. Discipline Hearings, Complaint Process, and Due Process Procedure

At the request of and the approval of the President or PTSA Board, the Vice President will establish a committee to discipline a player, a parent of a player, a coach or a referee or to adjudicate a complaint. The committee will make a recommendation for either the President's or the PTSA Board's approval depending on who requested the formation of the committee. The committee may or may not hold hearings, however, if any of the aggrieved parties requests a hearing, one shall be conducted. All parties shall be accorded the following:

- Notice of the charges or alleged violations in writing and possible consequences if the charges are found to be true;
- Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
- The right to have the hearing conducted at a reasonably convenient time and place so as to make it practicable for the person(s) charged to attend;
- A hearing before an impartial and knowledgeable body of fact-finders;
- The right to be assisted in the presentation of one's case at the hearing;
- The right to present witnesses, evidence, and argument;
- The right to be advised of the source/identity of the evidence the committee has been given and the right to confront witnesses if called at the hearing;
- The right to have a record made of the hearing if desired; the expense is to be borne by the party requesting the record and arrangements must be to the satisfaction of the hearing Board/Committee;

- A written decision issued in a timely fashion, with reasons for the decision, based upon the evidence.

For purposes of this operating procedure, a complaint shall be considered to be an issue, presented by a person who has Membership in PTSA, that is:

- a. Not a question that is addressed, managed, or resolved by a PTSA Coach, Officer or Director, to the satisfaction of the presenter, and no further action or change in PTSA operating procedures are required;
- b. Not a concern that is addressed, managed, or resolved by a PTSA Coach, Officer or Director (i) without satisfaction of the presenter, and no further action will be required, or (ii) the concern is resolved satisfactorily, but it is determined by the PTSA representative that a change in PTSA operating procedures may be desirable, in which case the concern is transferred by written documentation to a PTSA Director; and is
- c. An issue unable to be resolved by a PTSA Coach, Officer or Director who received the issue *and is* documented in a writing addressed and delivered to the President of the PTSA by the complainant.

In the event a complaint is (i) not approved by the President to the Vice President for adjudication, or (ii) is referred by the President to the PTSA Board and it does not approve the complaint to the Vice President for adjudication, then the President shall promptly communicate, in writing to the complainant, such determination of the President or the PTSA Board, and the matter shall be considered closed.

OP22. Peters Township Sportsmanship Pledge

It is the responsibility of the Peters Township Parks and Recreation Department to ensure that its youth/recreational sports programs encourage and develop in participants a love of sports in a safe positive environment which teaches skill development, teamwork, and sportsmanship. It is therefore essential for parents, coaches, officials and spectators to encourage participants to embrace the values of good sportsmanship. Moreover, adults involved in youth/recreational sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, self-control and the core values of the Peters Township Character Counts and **Y.E.S.** initiatives, those of honesty, responsibility, and respect.

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth/recreational sports event and to conform my behavior to the following conduct:

- I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
- I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee. .

- I will not engage in any behavior, which would endanger the health, safety or well being of any coach, parent, player, participant, official, or any other attendee.
- I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well being of any coach, parent, player, participant, official or any other attendee.
- I will not smoke or use drugs or alcohol while at a youth sports event and **will** not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
- I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
- I will not engage **in** the use of profanity.
- I will not encourage my child, or any other person, to engage in the use of profanity.
- I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
- I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
- I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
- I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
- I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
- I will not encourage my child, or any other to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
- I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth/recreational sports event I will be subject to disciplinary action, including but not limited to the following in any order or combination:
 1. Verbal warning.
 2. Written warning.
 3. Suspension from participating in, or immediate ejection from the youth/recreational sports event.
 4. Suspension from other youth/recreational sports organizations (that use Township Fields).
 5. Season suspension or multiple season suspension.
 6. Suspension from coaching and/or leadership positions. (if a coach)
 7. Police intervention and/or judicial consequences.
 8. Completion of an anger management program.

Name

Signature

Date

OP23. Background and Child Abuse History Clearance Program

PTSA Members Who Must Have Clearances

All coaches, appointed officers, board members, and referees are required to have Background and Child Abuse History Clearances on file with the Peters Township Parks and Recreation Department. All approved coaches/volunteers will be placed on a list by the Peters Township Parks and Recreation Department that will be distributed to the Peters Township Sports Associations throughout the year. Background checks are intended to ensure that all PTSA players have a safe and positive experience playing soccer. No screening process can offer absolute assurances; yet, knowing a volunteer's background can provide more certainty that people with a history of inappropriate behavior will not have access to the PTSA players.

Background Checks

The Criminal Record Check (SP-4-164) (12-99) is based on a comparison of data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies. The Criminal Record Check is obtained from the PA State Police.

Child Abuse History Clearance

The Child Abuse History Clearance is obtained from the Pennsylvania Department of Public Welfare. The History Clearance lists any crimes committed against children in the United States.

Timetable for Background Checks

March 1, 2005 - Voluntary program for all coaches.

March 1, 2006 - Mandatory for all coaches.

January 1, 2007 - Mandatory for appointed officers, board members, and referees.

Application and Cost

The coach/volunteer must file the background request on his/her own. The individual will do all correspondence with the PA State Police and PA Department of Public Welfare. To be in compliance with the PTSA policy the individual must provide the Parks and Recreation Department with the following forms:

- a. Criminal Record Check (SP-4-164) (12-99). Obtained from the PA State Police.
- b. Child Abuse History Clearance. Obtained from the PA Department of Public Welfare.

Clearances should be returned to the individuals address. It takes 4-6 weeks for clearance response. The Criminal Record Check (SP-4-164) (1 2-99) costs \$10 and the Child Abuse History Clearance costs \$10. The coach/volunteer must update their information annually.

Placing Background Clearances and Checks on File

After you receive your clearances back from the appropriate authorities you will then present the clearance forms to the Peters Township Parks and Recreation Department. If a background report comes back with a criminal conviction, you may choose to not provide the final report to the Peters Township Parks and Recreation Department and thus not be on the approved list. If the criminal background check and/or the child abuse history clearance reveals any prior convictions for crimes or offenses which negatively impact the health, safety and welfare of PTSA players, the coach/volunteer will not be included on the approved list. Such offenses shall include, but not be limited to:

- 1) Providing alcoholic beverages to minors.
- 2) Sexual offenses, including but not limited to child pornography.
- 3) Employing a child to commit a crime.
- 4) Endangering the welfare of a child.
- 5) Selling firearms or other weapons to minors.
- 6) Luring a child into a motor vehicle. .
- 7) Lewdness and obscenity towards children.

The list of crimes and violations contained in this section is for illustrative purposes only and shall not be construed as a limitation on those criminal activities or violations that would be grounds to disqualify a person from assisting with youth-related activities using Township-owned recreational facilities. Individuals with any open criminal charges for crimes listed above shall be precluded from coaching or volunteering until the active case is brought to final resolution or until the charges are dropped. If a coach/volunteer is denied placement on the approved list because of a crime listed on their Child Abuse History, no appeal will be allowed. However, the coach/volunteer may appeal not being placed on the approved list because of a crime listed on my Criminal Record Check. The Peters Township Manager shall determine whether or not an individual's prior criminal history shall prevent him or her from being involved with a children's group or association using the Townships recreation facilities. In making such determination, the Manager shall determine whether there has been an act or violation that impacts the health, safety and welfare of children, including but not limited to those items contained above. There is no appeal beyond this measure.

Access to Background Information and Township Action for Non-Compliance

The coach/volunteer controls access to the background information. The individual can choose to not provide the checks and thus not be listed as an approved volunteer. The Township will only view the clearance documents. The Township will not keep the documents on file.

Coaches/volunteers not on the approved list will be removed from their position. In addition, any coaches/volunteer that knowingly violates the policy will be subject to disciplinary measures.